

Job Description  
*Missouri State Highway Patrol*

Class Title: Assistant Director - CRID

Title Code: V00537

Effective Date: 12/07/94

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Division Director

**Position Supervised:** Division Supervisors, Grant Coordinator

**FLSA Classification:** Exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible, professional, and administrative work assisting the division director in planning, organizing, and directing the activities of the Criminal Records and Identification Division as they relate to the automated fingerprint identification system, collection and dissemination of criminal history information, and fulfilling the miscellaneous obligations of the division. The assistant director works with the director in assuring the efficient and harmonious operation of the division and is responsible for the division in the absence of the director. Confidentiality of records and other sensitive material must be maintained. The individual in this position must exercise considerable independent judgment and discretion in contacts with subordinates, the public, and personnel from state, local, and private agencies. Work is performed under general supervision with considerable independent judgment, decision making, and discretion required.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assumes responsibility of the division in the Director's absence.

Plans, assigns, and reviews the work of division employees and supervisors to include special projects and programs to ensure effective and efficient operation of the division.

Monitors the division's budget process; processes assignments relative to the budget at the discretion of the director; monitors the account receivable process of funds received for criminal history record checks.

Receives and responds to telephone inquiries reference criminal history records; prepares correspondence to written inquiries reference the use and dissemination of criminal history record information and replies to surveys and questionnaires.

Serves as liaison with other law enforcement agencies, prosecuting attorneys, courts, and Department of Corrections in reporting criminal history information to the central repository.

Monitors requests from criminal justice and noncriminal justice entities for division compliance with Missouri statutes, federal regulations, attorney general opinions, court decisions, and Patrol policy.

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Prepares and delivers presentations to members of criminal justice agencies, Patrol recruits, basic police classes, and other interested groups reference criminal history records and Automated Fingerprint Identification System (AFIS).

Assists in supervising the collection, storage and dissemination of criminal history record information; assists in the maintenance and operation of the Automated Fingerprint Identification System (AFIS).

Counsels, provides guidance and handles personnel issues and problems relating to the division; conducts coordinator, supervisor and employee evaluations.

Plans and assists in the research of federal programs to assist in the future development of the division.

Coordinates federal requirements for the submission of criminal records.

Oversees the maintenance and dissemination of the Missouri Charge Code Manual; coordinates the compilation and dissemination of the Missouri Crime Summary.

Assists in writing draft legislation pertaining to procedures, general orders, special orders, and general correspondence.

Testifies at legislative hearings on proposed legislation concerning criminal history records.

Analyzes, directs, and manages the implementation of intricate and involved programs, (e.g., AFIS upgrade, automated fingerprint process (LIVESCAN), electronic transmission of data, etc.).

Performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave, approves expense reports, conducts employee performance evaluations, attends meetings, serves as an oral board member, serves on committees, as assigned, and handles personnel issues and problems associated with division staff).

Attends meetings, conferences and seminars relating to the division's mission.

Performs job-related travel as necessary.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the AS/400 or similar PC program.

Working knowledge of modern office practices and procedures.

Knowledge of the principles and practices of supervision.

Knowledge of the state and federal laws, rules and regulations pertaining to the collection, storage and dissemination of criminal history records.

Knowledge of Patrol policies, procedures, rules and regulations.

Possess above average verbal communication skills and writing skills including proper use of grammar, punctuation and sentence structure.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to learn the criminal justice system and operating procedures of the individual criminal justice entities.

Ability to produce clear, concise, and accurate written correspondence.

Ability to research and conduct criminal history presentations for classes, legislative hearings, and various groups.

Ability to analyze, direct, and manage the implementation of intricate and involved programs, (e.g., Automated Fingerprint Identification System (AFIS) upgrade, automated fingerprint process (LIVESCAN), electronic transmission of data, etc.).

Ability to conceptualize programs and developments, (e.g., Automated Fingerprint Identification System (AFIS), Integrated Automated Fingerprint Identification System (IAFIS), National Fingerprint File, Criminal Records System database (CJ02) and Joint Application Design (JAD) programs) necessary to ensure effective and efficient operation of the division.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to plan projects and programs necessary to ensure effective and efficient operation of the division.

Ability to plan, direct and assign the work of others.

Ability to manage, develop, and motivate subordinates.

Ability to maintain confidentiality of records.

Ability to establish and maintain harmonious working relations with others.

Ability to interact with individuals within and outside the organization in a professional manner.

Ability to testify at legislative hearings.

Ability to perform job-related travel, as needed.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited four-year college or university with a Bachelor's degree in Criminal Justice, Business Administration, Public Administration, or related field. One year of managerial or supervisory experience may be substituted for each year of required formal education or one year of formal education may be substituted for each year of required managerial or supervisory experience.